

**Dear AMASE Students,**

On behalf of the European School of Materials (EUSMAT) I welcome you into our international Erasmus Mundus Master Programme. You are now part of one of the most renowned international Master programmes in the field of Materials Science and Engineering.

As part of this Master you will study and live at two European universities. This means, that you will have to get used to two different administrative and cultural structures. With this guide, we want to make it easier for you to meet this challenge, because a successful study is also always associated with well-structured planning. This guide is like a "first aid kit" and contains all important information to find your way through the university "jungle" and to start planning your study period abroad in advance from your home country (visa requirements, housing, contacts, etc.).

For your experience in Europe and in our Programme, I wish you all the best and a lot of success.

Yours sincerely,

Univ.-Prof. Dr.-Ing. Frank Mücklich  
(Coordinator of AMASE, chairman of  
EUSMAT)



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# WHAT IS AMASE?

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The AMASE Programme is a joint Master programme in the field of Materials Science and Engineering offered by four European universities:

- Universität des Saarlandes
- Luleå Tekniska Universitet
- Université de Lorraine
- Universitat Politècnica de Catalunya

Students attend courses at two of the universities in the Consortium. They spend the first two semesters at their chosen entrance university and the third semester at one of the other three partner universities. In the fourth semester the Master's thesis is written at one of the two chosen universities.

The language of instruction is English in Luleå, German in Saarbrücken, Spanish in Barcelona and French in Nancy. The Programme takes two years, including six months working on a Master's thesis. Admission requirements are a Bachelor of Science or similar degree in the field of Materials Science and Engineering, physics or related disciplines with thorough training in mathematics, physics, chemistry, physical chemistry and a basic knowledge of the structure and behavior of materials.

The aim of the Master programme is to provide:

- A well-integrated language and intercultural experience
- Education in close relation to the research activities of the four consortium members
- Education in advanced materials, to enhance the innovation potential of the students in their future activities
- Preparation of the students for life-long learning in new places/different cultures and new education/work systems
- Enhancement of networking activities within the EU and with third countries in the field of research and education

At the end of the course, the student obtains a double or joint Master's degree awarded by the two universities where the student has studied.

# STUDY REGULATIONS FOR AMASE STUDENTS

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## Structure of the Programme

During the first and second semester, you will study at one university of the consortium (called Entrance University). Here you will acquire at least 60 CP. In the third semester, you will study at one of the other universities of the consortium (called Second University). Here you will have to acquire at least 30 CP. For the fourth semester you can choose between the Entrance University and the Second University, depending on where you want to write your Master's thesis. With the thesis, you will obtain another 30 Credit Points.

## Modules

The studies are structured in different modules. In order to obtain the Master's degree you need to successfully pass special module elements, like lectures, workshops, tutorials, laboratory and project work, etc. Information about the modules and courses will be given to you at each university at the time of your arrival. You will be guided through the process of choosing the courses that you would like to attend, in accordance with the regulations. In the first semester, at least 30 Credit Points must be earned. At least 25 Credit Points must be earned from the exams of the module elements of the following modules:

1. Structure and Properties of Materials (between 12 and 15 CP)
2. Materials Characterization (between 5 and 8 CP)
3. Materials Engineering and Processing Technologies (between 5 and 8 CP)

**In the second semester, you will have to select one of the following specialization tracks:**

- Track 1: Advanced metallic materials (design, characterization and processing)
- Track 2: Polymers and composites (modeling, processing and tailored properties)
- Track 3: High performing surfaces (coating, structuring and functionalization)
- Track 4: Materials engineering and manufacturing technologies
- Track 5: Bio/ Nano materials (including special applications)

**It is not possible to transfer Credit Points from one university to compensate for missing Credit Points from the other university. As the final degree can only be given to you if you fulfill all requirements, please make sure that you obtain all the necessary Credit Points.**

At least 26 of the 30 Credit Points to be earned must be part of the technical courses, seminars and/or project work for the selected track.

In the third semester you will continue with the same specialization tracks at the Second University. Here you need to acquire at least 30 Credit Points, from which at least 25 must be from the technical courses for the track you chose.

In the fourth semester, you will have six months to write the Master's thesis. With a successful submission, you will obtain the last 30 Credit Points.

## Intercultural Skills and Language Courses

In the last week of August an intercultural training will take place in Saarbrücken. Therefore all first year AMASE students will come to Saarbrücken for one week (25th to 31st of August 2013) to take part in an intensive intercultural training and other events in preparation of the Master Course. The scheme of the intercultural training was developed in 2009 in order to prepare the students of the international programmes of EUSMAT for intercultural situations and to increase their competences in practice for the study context and their professional future.

The project is a result of close cooperation between the European School of Materials (EUSMAT) and the Chair of French Culture and Intercultural Communication

During the master programme a certain amount of Credit Points has to be achieved in the field of language courses and intercultural skills.

**First and second semesters:**

7-8 CP have to be acquired

**Third semester:**

3-4 CP have to be acquired

Please check with your university for more detailed information. You cannot replace CP in technical subjects (52 CP) with CP from language courses.

**At least 12 Credit Points must be earned from the module "Language courses and intercultural skills" of which at least 7 have to be acquired in the first year, and at least 3 in the third semester. These Credit Points are counted for the compulsory total of 120 Credit Points for the whole Programme.**

# DEGREE CERTIFICATES

## The Degrees of the Consortium

You will receive the following documents from each university:

### Saarland University

1. Zeugnis  
Transcript of Records in German
2. Master-Urkunde  
Master's Degree;  
Certificate in German
3. Master's Degree Certificate  
Certificate in English
4. Transcript of Record  
Certificate in English
5. Diploma Supplement  
Certificate in English

### Lulea Technical University

1. Exomensbevis  
Degree Certificate  
+ Diploma  
+ Transcript of Records (Swedish)  
+ Transcript of Records (English)
2. Diploma Supplement

### Université de Lorraine

1. Diplôme de Master SIMM  
"Science et Ingénierie des Matériaux  
et de la Métallurgie"
2. Relevé de notes et résultats Transcript  
of results
3. Certificat de réussite "Master SIMM"  
Achievement certificate

### Universitat Politècnica de Catalunya

1. Expedició de títols acadèmics  
Expedición de títulos académicos Issue  
of Degree Certificate\*
2. Expedició del Suplement Europeu al  
Títol
3. Transcript of Records

## AMASE General Master's Degree Certificate

The examination office at UdS in Saarbrücken, Germany, provides a general Master's Degree Certificate which you can ask for after having obtained the certificates of the two respective universities you studied at.

**\*At UPC you will first receive only a provisional document called "Expedició de títols acadèmics/ Expedición de títulos académicos/ Issue of Degree Certificate" before you get your real diploma (it is given on behalf of the King of Spain). In the past, the paper work to be done by the University for the Real Diploma has taken a long time. However, it is the intention of the university to reduce this time as much as possible since regulations about the delivering of diplomas have recently changed. You can apply once Saarland University certifies that you have passed all the necessary conditions to get the Master's Degree.**



# PARTICIPATION FEES

## General participation fees

The participation fees for the Programme are to be paid to the Coordinator before enrolling at the respective university for each semester. Students having an Erasmus Mundus scholarship do not need to pay, since the participation fee is directly discounted from the scholarship.

Students	Fees	Comments
EU Students	1.500 € per Semester	Includes all registration fees at the different universities.
Non-EU Students	4.000 € per Semester	Includes all registration fees at the different universities.

## In case of delays finishing the Programme

If all requirements to obtain the Master's degree cannot be fulfilled during the fourth semester (before the 30th of September), the students have to be re-enrolled at the corresponding university for one more semester. In this case the student must pay the full participation fees for the winter term.

The participation fees might be reimbursed to the student in total or in parts, depending on when the thesis is finally handed in or the remaining CP are earned (see table on the next page). As the start of term varies for each university, deadlines concerning participation reimbursement are different for each one. These deadlines and rules apply for the university at which the student writes the Master's thesis.

	UdS	UL	UPC	LTU
Normal finishing date	Till 30.09 no need to pay more			
1st delay period	Till 31.10 no need to pay more			
2nd delay period	Till 10.01 pay 50 %	After 31.03 pay 100%	Till 15.02* pay 50%	Till end of quarter 2 (mid-January) pay 50%
3rd delay period	Till 31.03 pay 100 %		Till 31.03 pay 100 %	Till end of quarter 3 (till ~20.03) pay 100%

**Fees include an accident and health insurance satisfying the “Minimum requirements for the health and accident insurance coverage of Erasmus Mundus” as published by the Agency in its guidelines. Students have the possibility to decide if they take the proposed insurance scheme or not. If a student is already insured in his/her country and can attest he/she is further insured in the different countries he/she will visit during the Master, it will not be necessary to take our insurance scheme.**

## ACCOUNT INFORMATION

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**Name of the bank:** Bank 1 Saar  
**Account holder:** Universitaet des Saarlandes  
**City:** Saarbruecken  
**Country:** Germany  
**IBAN:** DE19 5919 0000 0000 33 0000  
**(BIC)SWIFTCODE:** SABA DE 5 S  
**Account number:** 330000  
**Bank code:** 59190000

It is of great importance to include the following information in the transfer as well:

**“Fonds 062192000/Kostenstelle 5151105”**

**PLUS Your Family Name, your date of birth**

After your payment, please send us by post or by email a document proving the transfer of the payment. This way we can easily track your payment in the account of the university.

**In case you need to contact the bank:**

Bank 1 Saar  
Kaiserstr. 17-19  
66111 Saarbrücken, Germany  
Phone: +49 (0)681 30046920

## FREQUENTLY ASKED QUESTIONS

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### What about the Health Insurance?

All students, both European and non-European, need to make sure that they are adequately insured against accident, injury and illness while participating in an Erasmus Mundus Master Course outside their home country. The participation fees include an accident and health insurance satisfying the "Minimum requirements for the health and accident insurance coverage of Erasmus Mundus" as published by the Agency in its guidelines. Students have the possibility to decide if they take the proposed insurance scheme or not. If a student is already insured in his/her country and can attest he/she is further insured in the different countries he/she will visit during the Master, it will not be necessary to take our insurance scheme. In this case the student can hand in a reimbursement form to receive the money from the participation fees which is meant to cover the insurance.

You can find further information about insurance in the different countries in the descriptions of the universities.

### May I learn the second language at my Entrance University?

During the first year of the Master, you will be able to participate in language courses in order to prepare for the Second University. It might be necessary for you to participate in courses of the instruction language of the Entrance University. You will have to organise yourself well. In any case, you should start as soon as possible.

### Visa Procedures

**European students do not need any visa. If you come from a non-EU- country ("third country student"), you'll have to apply for a student visa.**

#### How long does a usual visa procedure take?

The duration of the visa procedure depends on your home country and on the agreement that exists between your country and the one you're going to study in. There are visa procedures which can take up to six months, in extreme cases. In our experience three to four months are quite common. You best start very early with gathering information in order to make sure you are ready whenever you receive the papers sent by us.

**How often do I have to ask for a visa during my AMASE studies?**

At least twice: once when you come to Europe, and then again when you change to the Second university. If you choose to write your Master Thesis at your first university, you need a third visa to get back there. In any case, you will need a visa for two years from the beginning.

**What does this mean for my personal organisation?**

When you arrive at your first university, you have to find a room and organise your time table. During the first semester (until January) you should also apply for the visa for your next university. This helps you to be on time even if the embassies for some reason are not.

# IMPORTANT CONTACTS

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## Examination Offices

Introduce yourself to the person in charge at the examination office of your first and second university at your arrival.

### UdS:

**Heike-Eva Krieger**

Mail: amase@ps-ntf.uni-sb.de

### LTU:

**Ann-Sofie Andersson**

Mail: ann-sofie.andersson@ltu.se

### UL:

**Dominique Stirnemann**

Mail: dominique.stirnemann@eeigm.inpl-nancy.fr

### UPC:

**Secretary for Diploma and Transcripts**

Mail: siae.etseib@upc.edu

## Contact International Offices

### UdS:

**Anita Romina**

Mail: a.romina@univw.uni-saarland.de

Phone: +49 681 302 4480

Campus UdS

Building A4.2, Room 0.11

### LTU:

**Marcus Skårman**

Mail: Marcus.Skarman@ltu.se

Phone: +46 920 49 16 11

Luleå University of Technology

SE-971 87 LULEÅ Sweden

### UL:

**Celine Savard-Chambard**

Mail: celine.savard-chambard@univ-lorraine.fr

Phone: +33 (0)383368290

École Européenne d'Ingénieurs en Génie des Matériaux

6, rue Bastien Lepage

54000 Nancy, France

### UPC:

**José Parra**

**Sandra García Elfau**

Mail: masters.etseib@upc.edu

Phone: +34 93 401 66 27

ETSE Industrial Barcelona

Pavelló I (ETSEIB)

Avda. Diagonal, 647

08028 Barcelona, Spain

## Coordination of AMASE

### Management:

**Flavio Soldera**

Phone: +49 (0)681 302 70511

Mail: f.soldera@matsci.uni-sb.de

### Secretary:

**Frauke Diekamp**

**Nadine Kreutz**

**Vanessah Aurore Reck**

Phone: +49 (0)681 302 70507

Mail: secretary@amase-master.net

# IMPORTANT LINKS

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## Course List

[http://www.uni-saarland.de/fileadmin/user\\_upload/Fakultaeten/NatTech\\_III/EUSMAT/DocMASE/Dokumente/Course\\_list.pdf](http://www.uni-saarland.de/fileadmin/user_upload/Fakultaeten/NatTech_III/EUSMAT/DocMASE/Dokumente/Course_list.pdf)

## Tracks

<http://www.uni-saarland.de/einrichtung/eusmat/international-study-programmes/masteramase/information-for-students-and-applicants/programme-structure.html>

## Research Activities of the Consortium

<http://www.uni-saarland.de/einrichtung/eusmat/international-study-programmes/masteramase/research-activities.html>

## Documents for Download

<http://www.uni-saarland.de/einrichtung/eusmat/international-study-programmes/masteramase/downloads.html>

## STUDYING IN SAARBRÜCKEN

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**Bürgeramt/ Einwohnermeldeamt  
Saarbrücken:**

Gerberstraße 4

66111 Saarbrücken

Phone: +49 681 905-0

Mail:

[buergeramt@saarbruecken.de](mailto:buergeramt@saarbruecken.de)

**Opening Hours:**

Mo. 07.30 -15.00

Di. 07.30 -15.00

Mi. 07.30 -12.00

Do. 07.30-18.00

Fr. 07.30-12.00

## The City

Saarbrücken is a town of approximately 220.000 inhabitants with a surprising lot to offer: several theatres with free entry for students, including opera and dance shows; five cinemas with popular and alternative programmes; great outdoor activities in the forests and on the Saar river; a rich cultural programme for international students from the UdS International office; and, of course, a very animated nightlife. Various pubs and bars are very crowded even on week days, and many night clubs and discos are located in the city centre. Also, the city hosts two major cultural festivals: in winter, the international Max-Ophüls festival for German-language movies; and in summer, the French-German Perspectives festival for theatre, dance and music. As Saarbrücken is ideally located next to Luxemburg and France, many of the concerts and shows take place in a cross-border context in cities such as Metz or Forbach (France) or Luxemburg city. Travelling is generally easy in Europe and Saarbrücken has proven to be a very good starting point. Within only two hours, you can reach Paris, Luxemburg city, Brussels, Frankfurt and many other German cities, but also the international low-cost airport of Frankfurt Hahn.

## Registration in Saarbrücken

During your stay, you must be registered in Saarbrücken at the Bürgeramt in the city centre, near the department store Karstadt. You should register once you arrive in Saarbrücken and find accommodation. You have to bring your passport as well as the rental contract. Also, if you move to a new address during your stay in Saarbrücken you have to notify the Bürgeramt.

## Insurance

For your registration at Saarland University or in order to get a visa, you need a proof of public insurance or, if you want to use a private insurance, a certificate saying that you are exempt from the obligatory public insurance. That is the German regulation.

### EU students

EU students can choose to keep their pre-existing public insurances from their home countries. In that case, they need to obtain the EHIC chip card from their insurance company in their home country and present it at Saarland University's AOK student office. They can also obtain the private insurance suggested by AMASE.

### Third-country students

Third-country students can hire a German public insurance, do their own research on private insurance or go with the private insurance suggested by AMASE.

### Insurance funding

**AMASE offers you private insurance** coverage for free which you can, but do not have to use. If you prefer to choose a public insurance instead, AMASE will cover the fees which would have been spent on the suggested private contract; any further costs will have to be covered by the student.



## Certificate of exemption

In order to obtain the certificate of exemption, you have to present your private insurance certificate at any German public insurance company (AOK, Barmer-GEK, Techniker Krankenkasse, etc.). We suggest dealing with the AOK campus office, as they are experienced in dealing with the matters of international students.

## Visa Issues

If you would like to apply for a visa for Germany in your home country, please have a look on the internet for the legal German representation in your country.

For the second year in Germany, you find the embassy addresses below:

## Accommodation

### Coming from LTU to UdS:

#### German Consulate, Sweden

c/o Doktorema Hassler AB, Fredsgatan 3  
973 39 Luleå, Sweden  
Phone: +46 920 226 807  
Mail: leo.hassler@doktorema-hassler.se

### Coming from UL/EEIGM to UdS:

#### Consulat Général d'Allemagne, France

15, rue des Franc-Bourgeois  
67081 Strasbourg, France  
Phone: +33 3 8815 0340  
Mail :  
ConsulatAllemagne.strasbourg@wanadoo.fr

### Coming from UPC to UdS:

#### Consulado General de Alemania

Passeig de Gracia 111,  
08008 Barcelona, Spain  
Phone: +34 93 292 1000  
Mail: consalem\_bcn@inicia.es

For all exchange students, there are two options. You can either rent a room in a student residence or you can find your own private accommodation. Student dormitories consist either of fully-furnished rooms with shared bathrooms and kitchens or of single/shared apartments with a bathroom and a small kitchenette.

If you apply for a dorm in a student residence, please make sure that you have sent back the completed form by the due date. The cut-off date is July 15th for winter semesters and December 15th for summer semesters. Please note that these rooms fill up very fast so the earlier you send back your application, the better your chance of obtaining a room.

Single student rooms range in price from 195-255 € per month. When you sign the contract you will be expected to pay the first month's rent in advance plus a security

deposit ("Kautiön"). The amount of the deposit usually equals one month's rent. You will get the "Kautiön" back in case no damage is detected in the room at the end of your rental contract. Please note that your deposit will be withheld in case of damages occurring under your responsibility.

There is an option of renting a private dorm as well. These dorms are not administrated by the university but by a private provider. Hence, the interior size and furnishing is usually quite similar. Also, flat sharing (Wohngemeinschaft, WG) is quite popular in Germany. Usually, the potential roommates insist on meeting all applicants in person before deciding who may move in but sometimes it is also possible to have a skype meeting to get to know each other. The prices for private accommodation in Saarbrücken may range between 210 and 250 € per month.

If you don't find a room before coming to Saarbrücken, you can stay at Saarbrücken's youth hostel, search for some days on-site and e.g. introduce yourself in shared flats.

## Links concerning accommodations

### Student Residences:

Studentenwerk: [www.studentenwerk-saarland.de](http://www.studentenwerk-saarland.de)

Waldhaus: [www.waldhausweg7.de](http://www.waldhausweg7.de)

### Other:

[www.gfhdudweiler.de](http://www.gfhdudweiler.de)

[www.vierwaen.de](http://www.vierwaen.de)

### Private accommodation offers:

WG-Welt: [www.wg-welt.de](http://www.wg-welt.de)

WG-Gesucht: [www.wg-gesucht.de](http://www.wg-gesucht.de)

Studenten WG: [www.studenten-wg.de](http://www.studenten-wg.de)

### Youth hostel in Saarbrücken:

Europa Jugendherberge

Saarbrücken:

[www.DieJugendherbergen.de](http://www.DieJugendherbergen.de)

## Welcome Meeting at Saarland University (UdS)

An introductory meeting will take place at the beginning of October where you will be informed in detail of study enrolment, etc. We will communicate the exact date in time. There, we will provide general information about the university, the courses and events. You will get to know the professors and tutors, and you can get some support for creating your timetable.

## Registration at Saarland University (UdS)

For your registration at UdS you will be asked to pay registration fees. Since the fees vary each semester, you are kindly pleased to inform yourself on the website of the university concerning the exact amount or to contact us.

Please wait five days after payment and then present yourself at the International Office

with the following documents:

1. A certified copy of your last diploma (in German, English, French or Spanish)
2. Proof of public insurance in Germany or a certificate of exemption
3. Zulassungsbrief (Admission Letter from UdS)
4. Copy of transfer of participation and registration fees

## Double Registration in 3rd Semester

During their studies at the Second University of the consortium, AMASE students (EU and non-EU students) who studied the first year in Saarbrücken will automatically stay registered in Saarbrücken during the 3rd semester (but do not need to pay the UdS semester fee). This is advantageous as the student will receive a certificate of registration from **Ms Romina** of the International Office that allows her/him to keep the German bank account for free, as well as the public insurance in Germany (if applicable). However, please be aware that you have to register at your 2nd university.

For those who already come back to Saarbrücken in January or February and would like to use the UdS Semester card as a bus ticket until the 31st of March have to pay semester fees again. These semester fees will not be reimbursed by AMASE but you can ask for a partial reimbursement at AStA as you didn't study at UdS for the whole semester.

## Reimbursement Fees

In order to enroll at UdS, you will have to pay the semester fees. The money has to be transferred (separately from the participation fees) to the bank account of the university. However, the participation fees for AMASE include the semester fees at UdS. You will therefore be reimbursed if you submit the reimbursement form to EUSMAT Secretary. You can download the reimbursement form on our website: [www.amase-master.net](http://www.amase-master.net)

## German and other language courses

Every student spending the first year or part of the second year at Saarland University has to achieve the German Language Certificate equivalent to the European Level B2 before starting the Master's thesis. The following certificates are accepted:

- DSH 2
- TestDaf (level 3/3/3 sufficient)
- The B2-Exam, which is offered twice a year (17th September and March) by the International Office
- Goethe-Zertifikat B2, C1, KDS, GDS, ZOP
- Telc-Zertifikate B2, C1 and higher
- DSD II

The DSH 2 certificate can be achieved at the Studienkolleg of Saarland University. For the exam, a certain fee will be charged.

## Offered courses before each semester

**Intensive language courses can be attended before each semester in August and September at the International Office.**

[www.uni-saarland.de/info/europainternationales/udsweltweit/sprachkurse/sprachkurse/deutsch-io/august-september.html](http://www.uni-saarland.de/info/europainternationales/udsweltweit/sprachkurse/sprachkurse/deutsch-io/august-september.html)

[http://www.uni-saarland.de/fileadmin/user\\_upload/Campus/Service/Internationales/International\\_Office/DAF/Dokumente/InfoSommer.pdf](http://www.uni-saarland.de/fileadmin/user_upload/Campus/Service/Internationales/International_Office/DAF/Dokumente/InfoSommer.pdf)

**Please note that the application deadline and for courses starting in September is August, 1<sup>st</sup>!**

### **German language courses during the semester at UdS (International Office)**

Students will have to pay language course fees on their own, if applicable. By handing in the proof of payment to the AMASE Secretary, the paid fees will be reimbursed as follows:

1st year: courses totalling up to 8 or 9 CP

3rd semester: courses totalling up to 3 or 4 CP.

Please keep in mind that you have to obtain at least 12 CP from language courses by the end of the 3rd semester!

Also keep in mind that, even if you have passed courses with 12 CP in total in the first year or even in the first semester, only 9 CP will be recognized!

The DSH 2 certificate can be achieved at the Studienkolleg of Saarland University. For the exam, a certain fee will be charged.

### **Language courses offered during the semester at UdS (Sprachenzentrum): French, English, Spanish, Catalan and Swedish**

Foreign language courses during the semester are free of charge for AMASE students as long as they are part of the required Credit Points for language (English, French, Catalan, Spanish and Swedish). Students who already have basic knowledge in these languages have to pass an entry-level test (Einstufungstest) before registration. Please be aware of the registration dates!

**Please bring the receipt of payment of any language courses (except the intensive language courses) and fill in the reimbursement form.**

## ZiS - Centre for international students

The ZiS is a centre for all international students attending UdS. It organises a wide range of events like excursions, city tours, guided campus tours, cultural and culinary focus days in the Mensa, cultural evenings in the student halls of residence, informal get-togethers and cultural events. You can find all events in the ZiS Calendar of Events (see website below). You can register or apply for any of these events in Room 2.37 each weekday between 11 am and 1 pm.

You might also be interested in joining the \*you & me\* buddy programme.

### Contact

#### **UdS Campus Centre**

Building A4 4

Level 2, Rooms 2.37–2.40

+49 (0)681 302 71113

**Website:** [www.uni-saarland.de/en/campus/services-cultural-activities/internationales/zis.html](http://www.uni-saarland.de/en/campus/services-cultural-activities/internationales/zis.html)

## STUDYING IN LULEÅ

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### The City

Luleå is the seat of the Norrbotten County Administration and has a population of about 72.000. The city centre is on a peninsula, so water plays an important part in the lives of Luleå inhabitants. The Luleå archipelago has over 500 islands. The city has developed into a technological centre in the North of Sweden. The most important corner-stones of this development are metallurgy, education and research, as well as good communications, where Luleå University of Technology has played an important role. The city of Luleå is home to the main campus of Luleå University of Technology – LTU.

## Insurance

Non-EU/EEA students required to pay participation fees are covered by the Swedish State Insurance for foreign students in Sweden (Student IN):  
[www.kammarkollegiet.se/english/insurance](http://www.kammarkollegiet.se/english/insurance)

If you do not pay participation fees you'll have to arrange for medical insurance from your home country. Students must be fully medically insured. This is a matter of great importance because Swedish medical care is expensive.

It is also recommended that you buy property insurance that covers costs if you, for example, cause any damage to other people's property or in your accommodation.

The main principle of the EU agreement is that a citizen of any EU country will get the same benefits from the social security system as the citizens of the EU country where he or she is studying. Students must have a European Social Insurance card with them from their own local Social Security Office in order to be covered by the scheme.

## Visa Issues

If you would like to apply for a visa for Sweden in your home country, please have a look on the internet for the legal Swedish representation (Swedish embassy / consulate) in your country.

Application forms are available from your nearest Swedish Embassy or Consulate or from the web site of the Swedish Migration Board: [www.migrationsverket.se/info/start\\_en.html](http://www.migrationsverket.se/info/start_en.html)

**If you are required to pay participation fees, an invoice will be sent to you. The invoice has to be paid before the student visa can be**

**For the second year (third semester) in Sweden, you can find the embassy addresses below:**

### **Coming from UdS to LTU:**

#### **Schwedisches Honorarkonsulat Frankfurt am Main**

Bockenheimer Landstr. 51-53  
 60325 Frankfurt am Main, Germany  
 +49 (0)69 794 026 15  
[konsulat@msa.se](mailto:konsulat@msa.se)

### **Coming from UL to LTU:**

#### **Consulat Suédois, Strasbourg**

11, rue du Canal  
 67400 Illkirch-Graffenstaden, France  
 +33 3 88 39 06 06  
[consulat.suede.strasbourg@wanadoo.fr](mailto:consulat.suede.strasbourg@wanadoo.fr)

**Coming from UPC to LTU:****Consulado General de Suecia**

Calle Mallorca 279, 4-3a

08037 Barcelona, Spain

+34 93 488 3505

gkbarcelona@terra.es

## Accommodation

### Students with housing guarantee

Non-EU/EEA students required to pay participation fees, have housing guarantee.

Once you have been admitted to Luleå University of Technology you will receive an e-mail from the International Office that will state if you are eligible.

### Students without housing guarantee

Students who are not guaranteed housing should apply for housing through housing agencies.

When you have received your Letter of Acceptance from the University you should immediately apply for a student accommodation over the Internet. Since it is not possible to rent private rooms or apartments, it is very important that you apply at the housing agencies Lulebo or Studentbostadsservice.

### Lulebo

To be able to apply for accommodation at Lulebo, you will have to make a personal page. Instructions for booking, accepting rooms/apartments, etc., can be found on [www.lulebo.se](http://www.lulebo.se)

### Lulebo offers accommodation in:

- Dorm room (a single furnished room, private bathroom and shower, with access to communal kitchen facilities in each "corridor");
- Room in an apartment (a single furnished room sharing kitchen, bathroom and shower with one or two students);
- Apartment of your own (no furniture).

To be able to sign the contract with Lulebo you have to confirm (by e-mail or fax) that you have received the student visa.

Lulebo has apartments in all areas of Luleå. If you apply for an apartment in any other area not mentioned above, please have a look at the map to see the distance to the university. For information about housing areas: [www.lulekartan.com](http://www.lulekartan.com)



### **Studentbostadsservice**

Studentbostadsservice offers student housing in single apartments (some of these have furniture) or two-room apartments (doublet with furniture and shared kitchen and bathroom).

To sign up for Studentbostadsservice, please fill in the application form on the web: [www.sbslulea.se](http://www.sbslulea.se)

Studentbo also has premises at Bergviken

### **Student housing areas in Luleå, for both Lulebo and Studentbostadsservice:**

- Porsön
- Björkskatan

In all cases you will have to bring or buy your own bed linen. The cost of an apartment or dorm room is approximately the same. Heating and water are included in the rent, sometimes also the electricity.

In Sweden the current electricity from sockets is 240 volt, 50 cycles (Hz). The sockets or plugs might also be different. Hence, in order to use your computer, electric razor, hairdryer, radio, etc., you may have to use an adapter and/or converter.

### **Count on using approximately 7.500 SEK per month. But remember, personal lifestyles cause this to vary.**

- Accommodation: Approx. 2.700 SEK
- Food: Grocery shopping is more expensive in Sweden. Keep in mind that eating out, even at fast food restaurants, is expensive. Approx. 2.500 SEK (less, if you eat lunch at home)
- Books: Approx. 400-600 SEK
- Leisure: 600 SEK and up
- Personal expenses: Don't forget to include the costs of personal expenses such as shampoo, tooth paste, etc.
- Telephone, TV, newspaper: Depends on the individual's use.

## Introductory Meeting

**In September there will be an official welcome meeting for new Master students.**

Upon arrival you'll receive the programme. At the International Office you'll also get practical information about registration, how to use the LTU-web, how to find time tables, etc.

## Registration at LTU

Upon arrival you'll get information about the registration procedure. Information about the registration procedure will be given by the International Office at the introductory meeting.

## Swedish and other language courses

LTU offers language courses. The International Office will inform you about how to apply, fees, etc. at the introductory meeting.

## STUDYING IN NANCY

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### The City

Nancy is a medium town of about 100.000 inhabitants in the old town and city centre and about 400 000 inhabitants in the urban area. More than 1 in 5 inhabitants is a student, which makes Nancy the 5<sup>th</sup> city in France for student life. It is thus a city with a young spirit though it takes its roots in the 11<sup>th</sup> century. Those seeking a good combination of student activities and cultural activities will enjoy visiting Nancy.

With its opera, museums, theatres, several famous music festivals (Nancy Jazz Pulsation, Au fond du jardin du Michel, Les nuits de stan, ...), many houses for culture and youth proposing a large choice of activities, Nancy is ranked the first city in France of 250 000 to 500 000 citizens for cultural actions.

Architecture is a striking feature of Nancy. Duke Stanislas redeveloped the area linking the old and new towns of Nancy, building his three famous squares ("places" in French) on the esplanade that had replaced part of the city's ramparts. From north to south they are the Place de la Carrière, Place Royale (today's Place Stanislas) and Place d'Alliance, the last two being raised in honour of King Louis XV, the son-in-law of Duke Stanislas, former King of Poland. The magnificent 18<sup>th</sup> century group of buildings in Nancy has been on the list of UNESCO world Heritage since December 1983 when it was chosen as being of "truly outstanding interest and representing universal values". In the late 19<sup>th</sup> and early 20<sup>th</sup> centuries Nancy developed the most beautiful ensemble of "art nouveau" and the style "Ecole de Nancy" was recognised worldwide. The city is still profoundly impregnated by this period which can be appreciated in the surroundings of the School of Mines.

## Registration in Nancy

Lorraine University provides a place where you are guided in all your administrative tasks after your arrival. This place is the "guichet unique". The guichet unique is located in the city centre at **34 cours Leopold, 54000 Nancy**. It is recommended that you visit the website, which is a sub-section of the Lorraine University website at: [www.nancy-universite.fr/international/accueil-info-etudiants-guichet-unique.html](http://www.nancy-universite.fr/international/accueil-info-etudiants-guichet-unique.html).

Since the 1<sup>st</sup> of June, 2009, the "visa de long séjour" (long-term resident's visa) for students acts as a "titre de séjour" (residence permit) for the duration of validity of that visa.

### When entering France:

At the border, you must have your passport stamped by the police.

### Within the first three months after your arrival:

You must send, by letter and with notice of receipt (accusé de réception), the form "demande d'attestation OFII" that was given to you by the consulate/embassy that issued your visa, to the following address:

#### Direction Territoriale de l'OFII

2, rue Lafayette  
57000 Metz

**The form must be duly filled out and you must attach a photocopy of the passport pages containing your personal information as well as the dated stamp of your entry into France and your visa.**

Upon receiving these documents, the "direction territoriale de l'OFII" will send you a certificate of receipt of the form by ordinary letter within 3 months, you will be summoned by the OFII for the validation of your visa and a medical check-up, if you did not have one before arriving in France.

### You must bring:

- Your passport
- Proof of address (rental contract, gas/water/electricity bill with your name on it, or certificate of accommodation)
- An ID photo of yourself, facing forward and with nothing covering your head;
- The medical certificate delivered by the OFII-approved doctor (if you had your check-up performed before travelling to France)
- 55 € of OFII stamps (having the name ANAEM or OMI) which is the fee for the first

delivery of your "carte de séjour"

- **If you lose your passport**  
You must contact the consulate/embassy of your country of origin so that they can produce this document. Then, you must go to the "préfecture" (French national police) to get your "carte de séjour".
- **If your address changes within the department (within Meurthe-et-Moselle)**  
You must notify the "préfecture" of your change of address.
- **If your address changes to somewhere outside the department (no longer Meurthe-et-Moselle)**  
You must notify the "préfecture" corresponding to your new address of your change of address.
- **When your long-term resident's visa expires**  
Two months before your visa expires, you must fill out a request for a "titre de séjour" at the "guichet unique" of the Lorraine University

#### Necessary documents:

- Your passport and a photocopy of the pages containing your personal information, the dated stamp of your entry into France and your visa
- Your certificate of enrolment at university
- Proof of your financial resources
- Proof of address (rental contract, gas/water/electricity bill with your name on it, or certificate of accommodation)
- 3 ID photos of yourself, facing forward and with nothing covering your head

## Health Insurance

Health insurance is compulsory and must be proven when registering at the university. Upon registration at the university, you will be offered the possibility to take out French student health insurance. In general, you can choose between 2 student health organisations: Mutuelle Générale des Étudiants de L'Est (MGEL) and Mutuelle des Étudiants (LMDE). Your choice may, however, depend on the profession of your parents or partner/spouse. The cost of the health insurance is about 200 €/year. The University Service of Preventative Medicine and Health Promotion (SIUMPPS) is at your disposal for any medical consultation: consultations, vaccinations, etc. A social worker is also at your disposal.

It is highly recommended to take out the French student health insurance which has several advantages:

- In most cases you will not need to advance health expenses.
- You will be registered at a national level and will more easily be recognized by social institutions like Caisse d'Allocations Familiales or others.

**There are nevertheless some alternatives:**

### **EU students**

EU students can choose to keep their pre-existing public insurances from their home countries. In that case, they need to obtain the EHIC chip card from their insurance company in their home country and present it at the registration.

### **Private insurance offered by AMASE**

AMASE offers you private insurance coverage for free. This insurance can replace the French student insurance upon presentation of the certificate at registration.

## **Opening a bank account in Nancy**

To simplify your banking needs, a partnership has been established with LCL (Le Crédit Lyonnais). This partnership can help avoid difficulties with opening a bank account and finding a place to live.

The advantage of opening a bank account at LCL is that you will receive a RIB (rélevé d'identité bancaire, i.e. document with information about your bank account) and then have the option to wait 2-3 weeks before you have to justify the opening of your account with your proof of housing (the rental contract for your apartment).

This gives you time to find housing in Nancy under the best circumstances. Apart from this, you will have many other advantages:

- 20 € is offered when opening the account
- 45 € gift certificate (FNAC)
- Free bank card, cheques and access to internet banking during the whole university period
- The charges that you pay when you make a withdrawal/payment with your card abroad are repaid up to 30 €

The only condition is that you are a student at EEIGM. To benefit from this offer, visit the LCL office (agency) at 10, Place Stanislas: [energ.m.eeigm.eu/en/index.htm](http://energ.m.eeigm.eu/en/index.htm)

## Visa issues

If you would like to apply for a visa for France in your home country, please have a look on the internet for the legal French representation (French embassy / consulate) in your country.

**For the second year (third semester) in France, you can find the embassy addresses below:**

### Coming from LTU to UL:

#### Embassy of France in Sweden

Kommendorgatan 13  
Po.Box 5335  
10243 Stockholm, Sweden  
+46 8 45 95 300  
consulat@ambafrance-se.org

### Coming from Uds to UL:

#### French consulate in Saarbrücken

Am Ludwigsplatz 10  
D - 66117 Saarbrücken  
+49 681 92799860  
saarbruecken@botschaft-frankreich.de

### Coming from UPC to UL:

#### French Consulate in Barcelona

Ronda Universitat, 22 Bis, 4º  
08007 Barcelona, Spain  
+34 93 270 30 00  
info@consulfrance-barcelone.org

## Accommodation in Nancy

You have the choice between 3 possibilities but we recommend the first one via CROUS who provide the cheapest accommodation possibilities and do not require a financial guarantor except if you are a EU resident. If you are looking for private accommodation, we recommend that you contact "Bed and School" (see details below):

### CROUS student residences

Nancy-Metz CROUS reserves a number of traditional rooms, renovated rooms, studios and apartments to foreign students coming to Nancy through official exchange programmes, which is the case of EEIGM. If you are interested, fill in the enclosed questionnaire and send it back to [celine.savard-chambard@univ-lorraine.fr](mailto:celine.savard-chambard@univ-lorraine.fr) before May 15th. CROUS will then contact you directly between the end of June and mid July. You will find all the necessary details on the CROUS website:

<http://www.crous-nancy-metz.fr/crous/sites/crous/accueil>

The cheapest formula is a «traditional room» but comfort standards are very basic. If you opt for this formula, the "Saurupt" residence is the most convenient for easy access to the EEIGM by tramway.

The students staying in Nancy for the whole academic year commit themselves to staying in the residence and to pay the rent during 10 months (from September 1st to June 30th): there is no possibility to change accommodation during the year.

For all CROUS rooms or studios flat, the EEIGM will be your financial guarantor except if you are a EU resident, in which case your parents or a member of your family will be your guarantor.

### **Private residences**

There is an agency in Nancy which is specialised in student accommodation called «Bed&School» ([www.bedandschool.com](http://www.bedandschool.com)) that you can contact either in French or in English on behalf of EEIGM. The agency accompanies the students for all administrative steps (EDF: French Electricity Board, CAF financial support, financial guarantees etc.). Their fees are one month's rent (only if they manage to find accommodation for you); You may contact their representative at the following address: [benjamin@bedandschool.com](mailto:benjamin@bedandschool.com)

There are also 3 private residences close to the EEIGM:

«Les Estudines» (2 minutes' walk): 48 avenue du XXème Corps in Nancy, average price: 500€ per month (furnished studios; all service charges included) ([www.adele.org/public/residence/les-estudines-stanislas-nancy-visite\\_virtuelle.php](http://www.adele.org/public/residence/les-estudines-stanislas-nancy-visite_virtuelle.php))

«Les Grands Moulins» (10 minutes' walk): 45 rue de Châteaux-Salins à Nancy: average price: 440€ (all service charges including electricity and heating included)

«Espace 88» (5 minutes' walk): 29, rue Henri Bazin in Nancy. Average price: 340€ including service charges but heating is extra.

For those residences, you will need a financial «guarantor»: your parents, a French resident, a private insurance (for example «locapass»); as a last resort the EEIGM Director Brigitte Jamart can be your guarantor.

### **Private rooms, studios or flats (flat sharing being an option)**

Those types of accommodation are relatively easy to find in Nancy but definitive reservation can rarely be made before you are in Nancy. There are a number of websites where you can find lists of available accommodation ([www.estrepublicain.fr](http://www.estrepublicain.fr), [www.paruvendu.fr](http://www.paruvendu.fr), [www.colocation.fr](http://www.colocation.fr), [www.topannonces.fr](http://www.topannonces.fr)). If you wish to share a flat with French students, we will transmit your request to the EEIGM student's association but we cannot guarantee the result.

For all types of private accommodation, you will need a financial «guarantor»: your parents, a French resident, a private insurance (for example «locapass»); as a last resort the EEIGM Director Brigitte Jamart can be your guarantor.

You will find an interactive map of Nancy at the following address: [www.toutnancy.com](http://www.toutnancy.com) See also the special student accommodation page on [www.toutnancy.com](http://www.toutnancy.com). Students not benefiting from an Erasmus Mundus scholarship can apply at the Caisse



d'Allocations Familiales (CAF) website (<http://www.caf.fr/aides-et-services/s-informer-sur-les-aides/logement-et-cadre-de-vie/les-aides-au-logement-0?active=tab1>) for financial aid for accommodation. It is first necessary to have the signed accommodation contract.

For your information there is a university restaurant close to the EEIGM within 5 minutes walking distance (cost of a full meal: around 3 €).

## Introductory Meeting

The introductory meeting is held every year at EEIGM during the first or second week of September. Relevant information on EEIGM can be found at the following link: [www.eeigm.inpl-nancy.fr](http://www.eeigm.inpl-nancy.fr)

At the start of each academic year Lorraine University organises a welcome day dedicated to foreign students so that they can get acquainted with the city and university.

## Registration at EEIGM

In France, AMASE is hosted by EEIGM, the European School of Materials Engineering. The school is ideally located in the city centre, approximately 300 meters from "Place Stanislas" and city garden "La Pépinière" and just beside the school of architecture and Engineering school of industrial systems (ENSGSI). EEIGM is part of the newly founded Lorraine University. The Lorraine University (UL) is the result of the fusion of the following four universities:

- Nancy-I
- Nancy-II
- Paul-Verlaine – Metz
- Institut National Polytechnique de Lorraine

The registration occurs after the introductory meeting. You are invited to contact the local coordinator or the secretariat before your arrival. You don't need to pay local registration fees, which are directly transferred from the AMASE participation fees.

**Local coordinator****David Horwat**

david.horwat@eeigm.inpl-nancy.fr

Or

david.horwat@ijl.nancy-universite.fr

+33 (0)3 83 36 83 04 or +33 (0)3 83 58 42 52

**Secretary**

Dominique Stirnemann

dominique.stirnemann@eeigm.inpl-nancy.fr

## French and other language courses

All scientific courses are given in French. As a European school, a specialty of EEIGM is to provide high-quality language courses in French, German and English. It is also possible to attend intensive French language courses in late August and early September.

## Sports

Whether you are a sport lover or a seasoned athlete, numerous sporting activities are on offer, during your studies or during your free time.

- Service InterUniversitaire des Activités Physiques (SIUAP) de Nancy
- Association sportive de l'INPL (AS INPL)
- Fédération Française du Sport Universitaire Nancy-Metz (FFSU)

## Student activities at EEIGM

The "Bureau des Elèves" (BDE) of EEIGM is an association of the students which groups all the different clubs in which the students can participate. It organises and promotes many actions, like the Gala, 24 hours of Stan, Aquactivities, the Cabaret Night, etc. No doubt that you will find a club that fits your interests.

## STUDYING IN BARCELONA

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### The City

Barcelona is the capital of Catalonia and with a population of about 1.620.000 citizens, the second largest city in Spain. Europe's largest metropolis on the Mediterranean coast is located between the mouths of the rivers Llobregat and Besòs and bounded to the west by the Serra de Collserola ridge.

To a greater extent than the rest of Catalonia, where Catalonia's native Catalan is more dominant, Barcelona is a bilingual city: Catalan and Spanish are both official languages and widely spoken. Since the arrival of democracy, the Catalan culture (very much repressed during the dictatorship of Franco) has been promoted, both by recovering works from the past and by stimulating the creation of new works.

Barcelona has boomed since the early 1990s, when preparations for the Olympic Games wrenched it into modernity, and today it remains well in the vanguard of other Spanish cities in terms of prosperity, stability and cultural activity. It is today an important cultural centre and has a rich cultural heritage. Particularly renowned are architectural works of Antoni Gaudí (Sagrada Família, Parc Güell etc.) and Lluís Domènech i Montaner (Palau de la Música Catalana) that have been designated UNESCO World Heritage Sites.

Barcelona is the most popular tourist destination in Spain (receiving over 5 million tourists every year). In every way, Barcelona is worth staying for a while, as a tourist, a student or for work.

It is a city full of interesting museums, expositions, beautiful architecture, venues for music and theatre as well as sports events. Especially in summer, life takes place outside, where creativity has no limits. As Barcelona is surrounded by beaches and mountains, there are also many possibilities to spend some time outside the city and enjoy nature.

The Universitat Politècnica de Catalunya (UPC) is a university with a consolidated worldwide reputation and an international vision that generates technological innovation and attracts talent.

The objectives of UPC are based on internationalisation, as it is Spain's technical university with the highest number of international PhD students and Spain's university with the highest number of international master's degree students (more than 2.000 foreign students from all over the world enrolling each year).

Our students and faculty maintain links with universities in Europe, Asia and the Americas through both academic exchange and participation in international research projects.

An appealing range of educational programmes has positioned the University as a welcoming place for the exchange of knowledge. Science, technical fields, technology and architecture form the core of our personality.

## Registration in Barcelona

You need to find out about the legal requirements you must complete as an international student in Spain.

It is extremely important that right at the beginning of your stay at UPC you complete some legal requirements that will allow you to obtain a visa extension. To let you know about them, the nice staff at UPC International Students Office (ISO) holds some information sessions aimed at international students that you must attend. In those sessions, apart from the explanation on the legal procedures you must complete, they will also provide you with practical information on language courses and different services offered by the university. The ISO (OMI in Catalan) will offer two sessions for non-European students scheduled in September (exact dates are still unknown). You can go to the ISO office to obtain more information.

Their address is the following:

### **International Students Office (ISO) – Oficina de Mobilitat Internacional (OMI)**

UPC Campus Nord  
C/Jordi Girona, 1-3, Building BIB (Biblioteca)  
08034 Barcelona  
+34-93 401 69 37  
oficina.mobilitat.internacional@upc.edu

## Insurance

Students must deliver a copy of the European Health Insurance Card or international medical insurance upon arrival.

## Visa issues

### Application for visa

Go to your closest Spanish embassy or consulate and find out their requirements. Each Spanish embassy or consulate in each country has its own procedures and requirements. Therefore, they can request different things depending on the country you come from.

**We have to inform you that in most embassies and consulates there are big delays and administrative difficulties when applying for student visas. Therefore, we strongly recommend you start all the procedures as soon as possible.**

### The following documents are usually requested:

- Document that states the AMASE Master participation fees
- Admission letter to the AMASE Master
- Criminal records certificate from your home country
- Some document stating that you have enough economic resources for your stay
- Some certificate or document about your health and/or travel insurance
- The address of your accommodation in Barcelona

Some of these might not be requested and others that are not in this list might be needed for your visa application. That is why we advise you to directly contact the Spanish embassy/consulate.

### Confirmations

After having been to the Spanish consulate or embassy, send the following information to Sandra García (masters.elseib@upc.edu) by e-mail:

- Have you already obtained your visa? Yes/no

If your answer was no:

- 1) Did you already start the procedure to get your student visa? (yes/no)
- 2) When did you go to the Embassy to process it? (date)

3) Which is your visa application number? (reference number)

4) When are you supposed to get your visa?

- When are you planning to come to Barcelona? Did you already book your (flight?) ticket? (yes/no and date of arrival in Barcelona)

Please, we kindly ask you to inform us REGULARLY after the different steps taken. This will help us know the status of your visa application. You can do so by e-mailing AMASE Master Secretary at [masters.etsuib@upc.edu](mailto:masters.etsuib@upc.edu).

### **Legalisation**

Non-European students coming to Spain must legalise their home university certificate. Legalisation is the process through which the Spanish authorities recognise international certificates as authentic and it is a requirement to study at higher education level. The length and difficulty of the legalisation process depends on your home country because the requirements vary from one country to another. In any case, the procedure has two parts: one that has to do with the national authorities in your home country and a second one depending on the Foreign Affairs Ministry in Spain. The instructions are the following:

In order to legalise education certificates issued in countries that have signed the Andrés Bello Agreement, you must get your diploma verified by ALL the following authorities:

- Education Ministry of the country where you completed your studies.
- Foreign Affairs Ministry of the country where you completed your studies.
- Embassy or consulate of Spain in the country where you completed your studies.

In order to legalise education certificates issued in countries that have signed the La Hague Accords, you must get your diploma verified by the Ministry of Foreign Affairs in the country where you completed your studies. In this case, the Ministry of Foreign Affairs must attach the La Hague Apostille to your diploma in order to get it legalised.

In order to legalise education certificates issued in countries that are not in the previous situations, you must complete the following steps:

Get your diploma verified by the local authority responsible for your country. You can find the list of countries and their competent authorities in the following website: [www.hcch.net/index\\_en.php?act=conventions.authorities&cid=41](http://www.hcch.net/index_en.php?act=conventions.authorities&cid=41)

Once this verification has been obtained, you must get it validated by the embassy or consulate of Spain in your home country.

After you have gathered the previous requirements, you must obtain the official Spanish legalisation at the following authority: Spanish Ministry of Foreign Affairs in Madrid, Spain.

You can do so in person or you can send your original diploma with all the verifications previously obtained by courier or certified mail to the legalisations section of the Foreign Affairs Ministry of Spain. If you go there in person, you will need to get an appointment first (we can help with this step because the website to request an appointment is only in Spanish). In either case, the address of the legalisations office is the following:

## Ministerio de Asuntos Exteriores y de Cooperación

Sección de Legalizaciones

C/ Juan de Mena, Nº 4

28071 Madrid, Spain

Please take into account that all documents issued in a language different from Spanish must be accompanied by an official translation into Spanish. You can obtain it through different means:

- The diplomatic or consular representation of Spain abroad.
- The diplomatic or consular representation in Spain of the applicant's or the document's country of origin.
- A legally authorised or registered translator in Spain (we can also help with this).

**For the second year (third semester) in Spain, you can find the embassy addresses below:**

### Coming from LTU to UPC:

#### Embassy of Spain in Stockholm

Stockholm o/y Djurgardsvagen, 21, Sweden

+46 8 6679430

embespc@mae.es

### Coming from UL to UPC:

#### Consulate-General of Spain in Strasbourg

13, Quai Kléber

67000 Strasbourg, France

+33 3 8832 6727

cog.estrasburgo@mae.es

### Coming from UdS to UPC:

#### Consulate-General of Spain in Frankfurt

Nibelungenplatz, 3

60318 Frankfurt am Main, Germany

+49 (0)69 959 1660

cog.frankfort@maec.es

## Accommodation in Barcelona

Accommodation is one of the key issues for international students travelling abroad. In the case of Barcelona, finding a suitable place in certain periods can be very hard. The academic year begins in September for most of the Spanish universities, so it becomes essential to book accommodation in advance.

We recommend resa housing; furthermore Erasmus Student Network at ETSEIB offers workshops during the first week of September regarding accommodation. You can get further information writing to [info@esn-upc.org](mailto:info@esn-upc.org).

**As far as long-term accommodation is concerned, there are two main options in Barcelona:**

- Staying at a residence hall
- Staying at a shared flat with other students

**Some considerations about both options:**

### **1. Residence hall:**

- Advantage: More comfortable
- Disadvantage: Less independent than an apartment
- Price: a single room with a kitchen costs between 400 €/month and 750 €/month

### **2. Shared flats:**

- Advantage: you can benefit from the experience of being with other students from different areas in Catalonia or from other countries. The flat can be closer to the city centre (depending on the area where you choose your apartment) and may be a little bit cheaper.
- Disadvantage: It is not as easy and automatic as booking a room in a residence, because you have to look for it by yourself. This can be done through "Barcelona Housing Service for Students (BHSS)" (see contact details below).
- Price: it depends on the area, flat conditions and the expenses that are included. The average price is around 300 €/month for a single room.

**Here is find a list of useful websites for both options:**

### **1. Residence halls:**

- [www.resa.es](http://www.resa.es) → This company has a residence hall on the campus, which is called Torre Girona.
- [www.mestralmar.com](http://www.mestralmar.com)
- [www.cmsantjordi.com/information.php](http://www.cmsantjordi.com/information.php)

### **2. Shared flats:**

- Barcelona Housing Service for students
- [www.bcn-housing-students.com](http://www.bcn-housing-students.com)  
[info@bcn-housing-students.com](mailto:info@bcn-housing-students.com)  
 C/ Torrent de l'Olla, 219  
 08012 Barcelona, Spain  
 +34 93 238 90 72
- [www.easypiso.com](http://www.easypiso.com)
- [www.loquo.com](http://www.loquo.com)

**Finding accommodation in Barcelona can be very hard in certain periods of the year, so please start your visa procedures soon.**



## Welcome Meeting

The Orientation Week includes activities to help you become familiar with UPC-BarcelonaTech and the way of life in Catalonia. It includes workshops, languages, a cookery course, wine tasting, guided tours and sports activities. It is free of charge and is aimed at international students.

Register and see the detailed programme at:  
[www.upc.edu/slt/acollida](http://www.upc.edu/slt/acollida)

The participation in the Welcome Week is highly appreciated. Dates will be published soon in the UPC Welcome Guide. You can find it at:

<http://www.etsuib.upc.edu/en/international-mobility/3017-vols-venir-2-resolucio-i-acceptacio-de-placa>

**For more detailed information about registration, language courses, sports etc. at UPC please check also this homepage which will be updated regularly. The following information is just a point of reference, but can differ from the information given at the homepage!**

## Registration at UPC

### Where are we?

UPC has two campuses in Barcelona. We are located at Campus Sud (Southern Campus), in Les Corts district:

**UPC Campus Sud**  
 Avda Diagonal 647  
 Metro L3 (green line): Palau Reial

### How to get to the city centre from the airport:

- By taxi: The ride from the airport costs around 24 € and the trip takes from 10 to 20 minutes
- By train or metro: Trains leave the airport every 1/2 hour. The train terminal is located at the airport (at T2). Get off at Estació de Sants (Sants Station) and, once there, take the underground (line 3, green, direction Zona Universitària). Get off at Palau Reial station and then walk for about 1 min.
- By bus: You must take a blue bus called Aerobus right outside the terminal at the airport. Get off at Plaça de Catalunya (Catalonia Square) and then take the underground (line 3, green, direction Zona Universitària). Get off at Palau Reial and walk for about 1 min.

### How to find us in the ETSEIB:

The Secretary of AMASE is located in the Administration Offices of ETSEIB on the left side of the main hall. The first thing you need to do at UPC is register for the AMASE Programme. Please contact:

### **Ms Ana Brau**

UPC Campus Sud – ETSEIB  
Avda Diagonal 647, 08028 Barcelona

The Department of Materials Science and Engineering is located at Pavelló E, First Floor.

## **Spanish and other language courses**

### **Catalan language courses**

These courses are provided by the Language and Terminology Service of UPC-BarcelonaTech. The aim is for students to quickly gain listening comprehension skills in Catalan so that they can follow lectures more easily. Students can later enroll in advanced level courses and obtain official certificates.

### **Servei de Llengües i Terminologia**

C/ Jordi Girona, 31  
Campus Nord, Edifici TG  
08034 Barcelona  
+34 93 401 77 69  
didactica.slt@upc.edu  
www.upc.edu/slt/learn-catalan/courses

You can also learn Catalan via Intercat, a collection of online resources for learning Catalan: [www.intercat.gencat.es](http://www.intercat.gencat.es)

### **Finally, please note that Erasmus students coming to UPC can apply for an Erasmus-EILC Catalan language course.**

The Erasmus-EILC are intensive language courses for Erasmus students. The Catalan Language and Terminology Service of UPC (SLT) organise Catalan language courses for Erasmus students coming to UPC. Those students arriving for the second semester can apply in October for the language course that will take place in January of the next year: [www.upc.edu/slt/acollida/eilc](http://www.upc.edu/slt/acollida/eilc)

### **Spanish language courses**

Merit School is a language school offering Spanish language courses on campus. Spanish courses cover all levels and are offered in intensive and extensive formats. There is also the possibility of preparing for official Spanish language examinations such as the DELE, which is awarded by the Spanish Ministry of Education.

**Further information is available at:****Merit School**

C/ Jordi Girona, 29  
 Edifici Nexus II, OB1  
 Campus Nord UPC  
 +34 93 413 79 20 / +34 902 11 14 15  
 merit.nexus@meritpost.com  
 www.meritschool.com

**Other language courses**

Please find below a list of language schools that provide courses during your stay.

- [Merit School](#)
- [Escola d'Idiomes Moderns \(UB\)](#)
- [Institut d'Estudis Nord-americans](#)
- [Institut Français de Barcelone](#)
- [British Institute](#)
- [Goethe-Institut](#)

**Sports**

Many sports and cultural activities are organised by UNIVERS. Please look at the web site of UNIVERS of UPC or just visit the UNIVERS Office:

C. Jordi Girona, 3  
 Building PE  
 Campus Nord  
 08034 Barcelona  
 info.univers@upc.edu  
 www.univers.upc.edu/  
 +34 93 401 17 16  
 Metro: L3 – Palau Reial  
 Bus: 60, 74

**Basic tourist information**

If you arrive in Barcelona before the Welcome Day and you have booked your accommodation, the first thing we recommend you do is to check the area where you will be living. Getting familiar with your neighborhood is important in order to learn basic things such as the location of the closest metro and bus stops, bakeries, supermarkets, pharmacies and so on.

Once this is clear, you should get yourself a metro travel card and start exploring the city. Now, there are different kinds of travel cards, which vary in features and price, and which can be bought at any metro station. These are the most frequently used within the city of Barcelona:

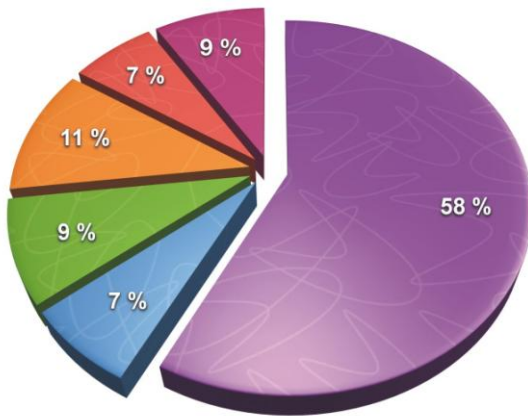
- Single Ticket: Valid for a one-way trip by metro or bus.
- T-10: Valid for ten trips by bus or metro. You can switch from any bus to a different one or from the metro to any bus within 1 hour and 15 minutes paying only once.
- T-50/30: Valid for 50 trips by metro or bus within 30 consecutive days. You can switch from any bus to a different one or from the metro to any bus within 1 hour and 15 minutes paying only once.
- T-Mes: Valid for an unlimited number of trips by metro or bus within 30 consecutive days.
- T-Jove: Valid for unlimited number of trips by metro and bus within 90 consecutive days. Only students under 25 years old can buy it.

# YOUR FUTURE AFTER AMASE

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## Alumni statistics

The following diagram shows the broad spectrum of opportunities, which are given to the AMASE alumni by industry or university research. More than half of the alumni stay in Europe to do a PhD.



©EUSMAT

## DocMASE

### European Joint Doctoral Programme in Materials Science and Engineering

The DocMASE Programme is the consequent next step in the existing structures for international education in the framework of EUSMAT, and is jointly offered by:

- Universität des Saarlandes, Saarbrücken, Germany
- Université de Lorraine in Nancy, France
- Universitat Politècnica de Catalunya in Barcelona, Spain
- Luleå tekniska universitet in Luleå, Sweden
- Linköpings universitet in Linköping, Sweden.

Besides the five partners, 20 associated partners from academics, research and industry take part in DocMASE.

DocMASE was selected in a very competitive process in the Erasmus Mundus programme and is therefore able to deliver 6 to 10 Erasmus Mundus fellowships for the best applicants from EU and non-EU countries.

The aim of DocMASE is to provide a high-level research structure for the best students from Europe and the rest of the world. Research projects organised in close cooperation by two universities of the consortium will be offered. Co-mentorship is an integral part of the project, thus students will be assigned an advisor from each university where he/she carries out the research work. Students can opt for an academic or an industrial focus in their research.

It is a great way for motivated young scientists to further their academic curriculum while simultaneously promoting personal growth through cultural exchange. Throughout the PhD, doctoral students are required to go to one of the partner universities for at least six months, and additionally to one of the associated partners for at least two weeks.

A European Certificate of Excellence will be awarded to PhD students who engage in different international activities, such as a stay at a partner institution, summer schools, workshops, etc.

For further information, please visit our website: [www.docmase.net](http://www.docmase.net).

## Alumni Association

AMASE is a programme of the European School of Materials (EUSMAT) which has the aim to enhance contact and exchange between alumni and students of its international study programmes. Different activities are planned to support the build-up of a worldwide network of alumni and to enhance the mutual exchange of information.

The Student and Alumni Association of the European School of Materials Science and Engineering (EUSMAT) was founded in 2009 and is now registered in the District Court of Saarbrücken. In this association, all students and alumni of the international programmes coordinated by EUSMAT (AMASE, Atlantis, EEIGM) can join as well as those from the national programmes of the Materials Science and Engineering department of UdS (Bachelor, Master, Doctorate).

The goal of the Alumni Association is to promote education in materials science, in particular at Saarland University and all the partner universities of EUSMAT. Furthermore, the association aims to provide a forum for discussion, to keep the contact among alumni and students, to organise meetings, and to establish contacts with other associations. You can be a member of EUSMAT alumni association already during your study and profit from interesting information. For further information please have a look on the official homepage: [www.eusmat-alumni.eu](http://www.eusmat-alumni.eu)